**Jefferson County Homeland Security and Emergency Management**

**Steering Committee/Citizen Corps Council**

**November/December Meeting**

**December 2, 2014**

**Minutes**

The Jefferson County Homeland Security and Emergency Management (JCHSEM) Steering Committee met at the Jefferson County EOC on Tuesday, December 2, 2014. Those present were: Sheriff Pete Dougherty, Jefferson County Sheriff’s Office; Chuck Ellison, Frontier Communications; Sandy Green, WVHSEM; Jeff Jefferies, WVU Jefferson Medical Center; Barbara Miller, JCHSEM; Holly Morgan Frye, Shepherd University; Debra Palmer, American Red Cross; Kelly Parsons, Nichols, DeHaven & Associates; John Sherwood, Jefferson County Chamber of Commerce; ED Smith, Independent Fire Company; and Brandon Vallee, JCHSEM.

Mr. Sherwood, Chair, opened the meeting.

Mr. Jefferies moved to approve the minutes from the August 26, 2014 meeting. All approved.

1. Unfinished Business
2. County Government COOP update
	1. Mrs. Miller stated that JCHSEM has a draft of the update County government COOP. This document is in the process of being reviewed by department heads throughout the county. Once the review is completed, the COOP will be sent to JH Consulting for corrections and then submitted to the County Commission for approval.
	2. Mrs. Miller stated that Ms. Jackson, administrator for the Jefferson County Health Department, is in the process of developing their COOP. She stated that they will work with Mr. Skeen in order to coordinate plans.
3. Credentialing/Personal Identity Verification-Interoperable (PIV-I) Cards
	1. Mrs. Miller stated that there have been challenges with implementation of the credentialing program and that the state has made the decision to postpone distribution of PIV-I cards until these issues are resolved. She stated JCHSEM is working with the vendor to resolve the issues. Mrs. Miller stated that JCHSEM is working on collecting information from law enforcement personnel followed by EOC personnel. Mrs. Miller stated that either the state or the vendor need to develop a flyer to explain the purpose and benefits of the program to those who will be receiving cards.
4. Community Rating System (CRS) Re-accreditation received
	1. Mrs. Miller detailed the CRS accreditation process. She stated that CRS is a part of FEMA’s National Flood Insurance Program. The accreditation consists of 18 activities that a community can get points for. Communities that successfully complete and maintain these activities are able to provide a discount on flood insurance policy for residents in their jurisdiction. She stated that Jefferson County has participated in the accreditation process since 2004 and that the community has been successfully re-accredited for 2014. This equates to a 10% discount on flood insurance policies in the unincorporated areas of Jefferson County.
5. Lake Shannondale Dam owner working on Emergency Action Plan (EAP) with West Virginia Dam Safety
	1. Mrs. Miller stated that she met with Joan O’Dell, the owner of the dam to talk about the EAP. Mrs. Miller stated that WV Dam Safety reported that they perform an inspection of the dam every year and the dam has passed. She stated that JCHSEM will be working with the Ms. O’Dell to correct wrong information. Mrs. Miller stated that she encouraged the Ms. O’Dell to reach out to other responding agencies to ensure the accuracy of the information provided.
	2. Mrs. Palmer and Sheriff Dougherty stated that they have worked with Ms. O’Dell.
	3. Mrs. Palmer stated that the Mountain Lake Club building is now a part of the national shelter system and can be used as a staging area for the American Red Cross.
	4. Mrs. Miller stated that she was contacted by the new owners of Millville Dam and that they are working on a new EAP.
6. New Business
	1. Damage Assessment Software Training for staff held.
	2. Mrs. Miller stated that JCHSEM staff had training on Futurity Orion Damage Assessment Software. She stated that Futurity will be working with the tax assessor’s office to implement property information into the program.
	3. Mrs. Miller stated that this software will assist with the emergency declaration process by being able to quickly and accurately provide damage assessment figures.
	4. Mrs. Miller stated that JCHSEM will identify volunteers to use the software in addition to staff
7. WV Hospital Association Regions 8 & 9 TTX on December 3.
	1. Mr. Jefferies stated that there will be a functional exercise on December 3 to test the command center at regional hospitals and regional EOCs. He stated that WVU Jefferson Medical Center is committed to working with Jefferson County during this exercise and that they appreciate the people who will be working in the EOC.
	2. Mrs. Miller stated that Jefferson County has completed exercise requirements and that JCHSEM will be using this as an opportunity to support regional partners. She stated that 8 hospitals and 2 EOCs from across the region will be participating in the functional exercise.
	3. Mrs. Miller stated that there will be approximately 20-30 people participating in this exercise at the EOC.
8. “Cold as Ice” After Action Meeting in Hardy County on December 16, 0900-1500
	1. Mr. Green stated that there will be an after action meeting in Hardy County on December 16th. He stated that participants in the “Cold as Ice” exercise series will be going through the AAR and developing an improvement plan and that this meeting will serve as the initial planning meeting for the 2015 exercise series. Mr. Green encouraged all agencies to work together in a regional exercise instead of doing them on their own.
	2. Mrs. Miller stated that we are fortunate to have the EPA in Region 3 to assist in the development of exercises and this meeting will assist them in improving future exercises.
9. List of Steering Committee to present to the County Commission for Appointment/Re-Appointment
	1. Mrs. Miller will provide a list of individuals to the County Commission for appointment or reappointment. Mr. Jefferies motioned that the list of those individuals be approved. Mr. Sherwood seconded. All approved.
	2. Mrs. Miller stated that the annual organizational meeting with the Steering Committee will be held on Tuesday, January 6th at 0900.
10. Region 9 Planning and Development Council Leadership/Water Crisis Meeting on December 9th in Martinsburg
	1. Mrs. Miller stated that she will be attending the Region 9 Planning and Development Council meeting on December 9th. Mrs. Miller stated that more information about the meeting is available on their website.
11. Media Day, January 13 at Jefferson County EOC
	1. Mr. Vallee stated that there will be a Media Day on January 13th, 2015 at the Jefferson County EOC and that all local media and PIOs are encouraged to attend.
12. Jessica at EMI for CERT Program Manager Training
	1. Mrs. Miller stated that Ms. Owens is at the Emergency Management Institute for CERT Program Manager Training. Mrs. Miller stated that JCHSEM will be working towards arranging another CERT course once Ms. Owens completes her training.
13. Regional Area Liaison Report……………………………Sandy Green
	1. Mr. Green stated that the funds from the 2012 EMPG reallocation should be distributed shortly. He stated that he is working with the Region 3 fire departments to assist them in obtaining funding from the Assistance to Firefighter Grant (AFG) program. Mr. Green stated that the AFG money should be utilized first before other grant money is used to purchase and fund fire department expenditures.

Member Sharing Time

Mr. Ellison stated that Frontier Communications is in the process of identifying rural areas with lower internet connectivity speeds to ensure they are up to national standards.

Sheriff Dougherty stated that he will be attending the initial security meeting on December 16th regarding the All Good Festival. He stated that the festival is planned to occur during the second weekend of July in 2015 at the Stolipher farm. Sheriff Dougherty stated that there is an upfront payment scam occurring in Jefferson County. Sheriff Dougherty stated that the Sheriff’s Department is investigating an apartment invasion which occurred in Shepherdstown on December 1st, 2014.

Mr. Smith stated that Independent Fire Company is in the process of fundraising and encourages committee members to support their local volunteer fire departments. Mr. Smith stated that there is a Christmas parade on Saturday, December 6th, 2014 in Charles Town and in Shepherdstown. He stated that Independent Fire Company is hosting a breakfast with Santa at 0700 on Saturday, December 6th, 2014.

Mrs. Miller stated that JCHSEM will be audited on DHS grants by WVDHSEM on December 3rd. She stated that the auditors are not looking into the finances of the purchases, rather the programmatic use of the grant funding including who is trained, capabilities, and how equipment and purchases are being used.

The next meeting will be the Steering Committee’s annual organizational meeting. It will be held on Tuesday, January 6, 2015 at 0900 at the Jefferson County EOC.